

The 367 Newsletter

FY2001-5

February

Warriors Recruiting Warriors!

**The Squadron unveils it's new
mission statement and logo**



The 367th Recruiting Squadron logo was created during the winter of 2000-2001. Its creation and design are in direct correlation to the fighting spirit and determination of the past and present airmen who molded the greatest Air Force in the world. It also embodies our mission of recruiting future Air Force Warriors. The logo is circular in design, binding all the members of the squadron together. Our name, “367th Warriors” appears above the circle and our squadron creed “Teams Make it Happen” is below. Inside the circle across the center are snow-capped mountains. They represent the Rocky Mountains; the geographical backbone of the squadron and also the nine flights that make up our squadron. The blue top represents sky and space where the Air Force performs its mission. The green on the bottom represents the Great Plains which makes up the Eastern portion of our squadron. The Humvee, satellite, fighter flight and ICBM display all the aspects the Air Force brings to the fight from earth to space and in-between. They also represent our customer the United States Air Force and serve to reinforce our creed, without teams and teamwork none of this would be possible.

RSSI I Am Your IMer

What Information Management does for you

Information Management (IM): Managing *information in any form, throughout its lifecycle, in support of the Air Force mission*. Yes, this does sound fancy, but it's all true. So, what *do* I do for you? If it's IM, I do it. First off, when you think of IM, you probably think of TDY orders. This fiscal year alone, I've processed almost 350 orders for you. To ensure you get your RGM out, I am responsible for the squadron's postal program—getting you the postage you need. In addition, I mail out regular and consolidated packages from our headquarters. To get your packages out faster, I manage your Federal Express program too. When it comes to documentation, I get to play Records Manager for the entire squadron, ensuring your documentation is kept properly. I am also your Publications and Forms Manager. Currently I manage 30 squadron publications and forms; ensuring they are up to date. I also order the publication and forms you cannot get over the Internet.

Over the past several years, my job as “paper pusher” has moved more towards the information age—computers! As the squadron Work Group

Manager (WGM), I spend a good 50% of my time working with computers and software, and answering trouble calls. We really can't do our jobs anymore without computers, therefore WGM and supporting SSgt Holder has become a big focus of your IM shop. As part of my WGM tasks, I'm the web master for the squadron web site. This site is growing bigger every day, and is the central source for you to receive current and essential information from the Headquarters. A little well known part of my job here is Business Process Engineering. I consistently look for ways to improve upon the way we do business in Support Flight—breaking down the barriers of bureaucracy—to ensure we do our business smart.

Overall, I'm here to manage the IM program to ensure your needs are met. My job as an IMer at the 367th is one of the most challenging, rewarding, and diverse I've worked over the past 16 years.

Certainly, though, my job could not be done without the help of the secretaries. While I may manage the IM program, the secretaries really make it work. My final note is a hail to the secretaries who make our hectic lives a LOT easier! Thanks. If you have a specific IM question feel free to contact me, TSgt Miles Harvey at (719) 554-1259 or via e-mail at miles.harvey@rs.af.mil

Try this to Reduce Stress:

Write a memo congratulating yourself for being so wonderful

Safety Reminder

Use AETC Form 435, MISHAP DATA WORKSHEET to report **all** government motor vehicle mishaps regardless of damage cost.

Winter is **not** over, be prepared.

RSSF

To help with your TDY planning TSgt Harvey and myself have gotten together and added a link to the OFFICIAL CONUS PER DIEM RATE web site on to the Squadron web pag. You can find the site by going to www.peterson.af.mil/recruit, once you get there click on support and you'll be able to see it, [Per Diem/BAH Rates Link](#) near the bottom under links. If you have any specific finance questions you can either call or e-mail me, SSgt Lisa Edwards at (719) 554-1259/ lisam.edwards@rs.af.mil. Good Luck and Good RecruitingWarriors Attack!

